

Company number: 04608905

Costs Lawyer Standards Board Ltd
Wednesday 15 October 2014 at 10.30 am
The Studio, 7 Cannon Street, Birmingham

Present: Steve Winfield (Chair)
Gillian Milburn (Vice Chair)
David Gamble
Tracyanne Ayliffe

Apologies: Richard Allen
In attendance: Lynn Plumbley (Chief Executive)

1. Quorum, apologies & declarations of interest

The Chair declared the meeting quorate, there were no declarations of interest.

2. Minutes

The minutes dated 16 July 2014 were approved as being a true record for signing, there were no matters arising.

3. Board matters

(i) Board dates for 2015

It was agreed to change 14 January to being 13 January and 15 April to being 14 April.

4. Finance

(i) 2014 Q3 finance report & budget review

The board noted the current financial position as per the report, spend against budget and book keeping records and that there were adequate funds available to meet financial expectation to year end.

(ii) Approve 2015 budget

The revised format was noted and agreed.

5. Risk management

(i) Risk matrix

The consumer, profession and business risk matrix were individually reviewed and revised.

6. Education (ACLT)

(i) Exemptions

The board agreed it would not support a fast track qualification based on experience alone as this would devalue and undermine the Costs Lawyer qualification but would consider a proposal from the ACL/ACLT on a fast track qualification for those with a law degree, qualified as a C.Ilex Fellow or certified as having completed the Law Society Legal Practice Course or Bar Vocational Course.

Action: LDP: Advise ACL/ACLT of the CLSB view on this.

7. Regulatory matters

(i) Interim self-assessment

The five schedules and scales were discussed and agreed.

Action: LDP: File board approved assessment with the LSB.

(ii) Directive 2005/36/EC

The report on this directive was noted.

(iii) Practising certificate fee 2015

The board was advised the LSB had approved the fee in the sum of £250.00.

8. Legal Services Board (LSB)

(i) Projects

The board noted the position on the following projects: Cost of regulation, de-regulation, future of regulation, access to data. It was discussed and agreed that the project on innovation in the legal services market fell within the remit of the representative bodies. Options for “quick wins” on de-regulation within the remit of the LSA were discussed.

Action: LDP: Convey view to the LSB on innovation project.

(ii) UK regulators network

The involvement of the LSB in this network was noted.

9. Legal Ombudsman (LeO)

(i) Complaints schedule

Two since 31 October 2011. It was noted there had been no further service complaints since the last board meeting.

Action: LDP: Draft protocol on whether/when previous complaints should be considered by the CLSB, Investigator, Conduct Committee and Conduct Appeal Committee.

(ii) On-line portal

It was noted this initiative would enable the CLSB to access data itself as and when required thus avoiding historical problems in receiving information from LeO.

10. Any other business

- The revised CEO job description/person specification was discussed and agreed.
- It was noted the CLSB had complied with the request the Register of Regulated Costs Lawyers be made available in comma separated value. Concern was expressed the register could now be lifted from the CLSB website and potentially interfered with and misrepresented.
- CLSB involvement in the LSB voluntary small business champion proposal not supported at present as it was considered disproportionate to the CLSB.

11. Date & time of next meeting

Date & time: Tuesday 13 January 2015 @ 10.30am

Location: Room Invent, The Studio, 7 Cannon Street, Birmingham.

There being no further business, the Chair declared the meeting closed.

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Chairman